

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**



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Supplement**

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***Communications and Information***

**ADMINISTRATIVE ORDERS**

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**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 33-3, *Information Management*, by establishing administrative orders management. This Air Force instruction (AFI) provides general guidelines that may be supplemented with more specific instructions provided by the respective office of primary responsibility (OPR) for each type of order. This instruction directs the maintenance of records subject to *The Privacy Act of 1974*. Authorities to maintain records are Secretary of the Air Force; Joint Federal Travel Regulations (JFTR), Volume 1, *Uniformed Service Members*; and Joint Travel Regulations (JTR), Volume 2, *Department of Defense Civilian Personnel*. System of Records Notice F033 AF D, *Automated Orders Data System*, applies. It applies to all military and civilian Air Force personnel, members of the Air Force Reserves and Air National Guard (ANG), other individuals or organizations as required by binding agreement or obligation with the Department of the Air Force. See the specific functional area instructions for more information concerning orders, policies, and procedures. Send recommended changes or comments to Headquarters Air Force Communications Agency (HQ AFCA/EASD), 203 West Losey Street, Room 1100, Scott AFB IL 62225-5222, through appropriate command channels using AF Form 847, *Recommendation for Change of Publication*, with an information copy to Office of the Secretary of the Air Force for Warfighting Integration and Chief Information Officer, Information Management Policy Branch (SAF/XCISP

(A6XP)), 1800 Air Force Pentagon, Washington DC 20330-1800. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 37-123, *Management of Records* (will convert to AFMAN 33-363), and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at [https://afrims.amc.af.mil/rds\\_series.cfm](https://afrims.amc.af.mil/rds_series.cfm). See **Attachment 1** for a glossary of references and supporting information.

(ANG) This supplement provides instructions unique to the Air National Guard (ANG) for generating administrative orders manually and using the ANG Reserve Orders Writing System (AROWS). It applies to the states, territories, and the District of Columbia (collectively referred to as “the states” for ease of reading.) Use this supplement in conjunction with AFI 65-103, *Temporary Duty Orders* and the Joint Travel Regulations (JTR). States are encouraged to supplement this instruction to meet local needs. ANG units may send comments and suggested improvements to this instruction on an AF Form 847, *Recommendation for Change of Publication*, to NGB/A6CK at [angrc.ngb.a6.kom@ang.af.mil](mailto:angrc.ngb.a6.kom@ang.af.mil). The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items.

## **SUMMARY OF CHANGES**

This revision updates the OPR and certifier information; the “Systems of Records Notice” references; updates the HQ AFCA point of contact information (POC) for recommended changes to the instruction; updates the Secretary of the Air Force (SAF) POC’s information to ensure receipt of an information copy of the instruction using AF Form 847. It updates the references to the Air Force Computer Systems Manual (AFCSM) and replaces the reference to AFMAN 37-139, *Records Disposition Schedule*, with AFRIMS RDS.

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## Chapter 1

### ORDER TYPES, AUTHORITY, AND RESTRICTION

**1.1. Administrative Orders.** Administrative orders are written directives, published by a commander or other competent authority, which direct actions or announce decisions. Order-publishing officials must follow this instruction and the appropriate functional directives governing the order. Four types of administrative orders exist: special, reserve, aeronautical, and movement.

#### 1.1.1. Special Orders (SO).

1.1.1.1. Direct individuals onto extended active duty or change the status of military personnel on active duty (e.g., they appoint, assign, promote, demote, retire, separate, direct temporary duty [TDY], and authorize travel of dependents).

1.1.1.2. Announce assumption and appointment of command, and the closing and opening of a headquarters.

1.1.1.3. Designate, re-designate, activate, inactivate, assign, and reassign all types of United States Air Force (USAF)-controlled units and installations. This includes any ANG units and installations.

1.1.1.4. Attach one unit to another.

1.1.1.5. Authorize travel of Department of Defense (DoD) civilians for permanent change of station (PCS) movements, TDY, and assignment (of military or civilian personnel) to official boards or committees; or to other specific duties.

1.1.1.6. Authorize travel on military aircraft for non-DoD civilians.

1.1.1.7. Invite civilians who are not federal employees to perform official travel for the Air Force.

1.1.1.8. Award individual and unit decorations.

1.1.2. Reserve Orders (RO). These orders apply to Air Force Reserve members not on extended active duty (e.g., they appoint; assign; promote; demote; retire; discharge; order to annual, special, and school tours of active duty; or change the personnel data or status of Air Force Reserve members not on extended active duty).

#### 1.1.3. Aeronautical Orders (AO).

1.1.3.1. Start or end aviation career service.

1.1.3.2. Disqualify or re-qualify members for aviation service.

1.1.3.3. Award advanced aeronautical ratings.

1.1.3.4. Award aeronautical badges.

1.1.3.5. Place members on parachute jump status.

1.1.4. Movement Orders (MO). These orders move units as directed by HQ USAF or overseas commands.

1.1.4. **(ANG) Movement Orders.** The ANGRC, with the approval of the governor, coordinates the movement of a federally recognized ANG unit while in a non-federalized status. Only the respective Adjutant General can generate movement orders.

1.1.5. **Miscellaneous.** When reporting the results of trials and actions of the convening or higher authority, either Special Court-Martial Orders or General Court-Martial Orders are issued in accordance with AFI 51-201, *Administration of Military Justice*. The Court-Martial Order is also used in appellate review. This type of order is different from the Special Order used to convene a Court-Martial. The Court-Martial Order is not a special order.

1.1.5.1. **(Added-ANG)** Award federal awards and decorations according to AFI 36-2803.

1.1.5.2. **(Added-ANG)** Award state awards and decorations according to state policy/statutes.

1.1.5.3. **(Added-ANG)** ANG personnel on extended active duty in accordance with AFI 10-402, AFI 36-3802, AFI 36-2619, AFI 36-2002, and AFI 36-2008, require orders.

1.1.6. **(Added-ANG)** Temporary Duty Travel. Travel orders will be generated using the Defense Travel System (DTS) IAW the JTR.

**1.2. Authority to Publish Orders.** Commanders down to and including squadron level may publish orders. Commanders below squadron level, such as detachments or flights, may publish TDY orders with a specific authorization from a higher level commander (see AFI 65-103, *Temporary Duty Orders*). Commanders may publish orders that are not within their jurisdiction only if the proper commander approves or if HQ USAF directs publication. Hospitals and aero-medical staging units may publish orders on patients who are members of any Air Force activity, but they will send copies to the patient's parent organization. The commander or OPR for the specific order instruction may delegate orders publishing authority, but they will not delegate orders approval authority unless authorized by AFI 51-604, *Appointment to and Assumption of Command*.

**1.2. (ANG)The Orders Issuing or Approving Official is a competent authority who determines the need for an order, requests its publication, justifies special authorizations, and approves claims for reimbursing items not authorized in the order or which require administrative approval.** They will furnish adequate background material on request and maintain IAW para 4.3. Automated special orders need not be signed as long as proper approval is documented before orders are certified.

1.2.1. **(Added-ANG)** Commanders, State Adjutants General or designated air representatives, may publish orders.

1.2.2. **(Added-ANG)** State Adjutants General, commanders at all levels, or designated representatives, will establish Orders Writing Activities (OWA). Management of special orders will not be centralized. Certain types of orders will be managed by specific organizations:

1.2.2.1. **(Added-ANG)** Aeronautical Orders will be managed by the Chief, Flight Management Office (FMO), Host Operations System Management (HOSM), or designated representative.

1.2.2.2. **(Added-ANG)** Contingency, Exercise, Deployment (CED) orders and all P series orders will be managed by the Commander, Force Support Squadron (FSS), or designated representative within the FSS. The Deliberate and Crisis Action Planning and Execution Segment (DCAPES) system will be used to generate CED orders, in accordance with AFI 10-215.

1.2.2.3. **(Added-ANG)** Active Guard Reserve (AGR) Tour Orders will be managed by the Human Resources Office (HRO) at each individual State Headquarters.

**1.3. Restriction on Publication.** Do not publish orders for routine actions unless higher headquarters directives, legal, or financial requirements make it necessary. Instead, use an appointment memorandum or other prescribed method. For example, do not publish orders to authorize ordinary leave; to assign additional duties such as building custodians, TOP SECRET control officers, security officers, record custodians, and fire marshals; to appoint a board or committee when membership is established by position title in published directives; or to implement personnel actions except group actions announced in "P" series orders.

1.3.1. **(Added-ANG)** Only NGB/A1, Adjutants General, or ANG units can generate orders for the ANG or its members. ANG organizations of one state cannot generate special orders that affect ANG organizations of another state without the consent of NGB/A1 and governors concerned. AROWS will only allow the Human Resource Office (HRO) the authority to generate special orders on members outside of their state. Statutory tour orders are generated by the ANG Human Resource Management Directorate (NGB/HR).

1.3.2. **(Added-ANG)** Do not generate special orders directing members to perform duty outside the states without the consent of the governor and individual concerned. **(T-0)** The term "states" is defined as the 50 states, Puerto Rico, U.S. Virgin Islands, Guam, and the District of Columbia.

1.3.3. **(Added-ANG)** Duty performed outside the states, as defined in paragraph 1.3.2, will be performed under the appropriate Title 10 U.S.C. Duty will not be performed in a military technician or inactive duty status. This restriction will not be waived. **(T-0)**

1.3.4. **(Added-ANG)** NGB/A1 will generate orders granting and withdrawing federal recognition.

1.3.5. **(Added-ANG)** Participation in training without pay and allowances ("points-only") is authorized in accordance with ANGI 36-2001.

1.3.6. **(Added-ANG)** Individuals attending service schools must be in a paid military status.

**1.4. (Added-ANG) AGR Self-executing Orders.** Self-executing orders will be published for all ANG AGR members. Include the mandatory remark from ANGI 36-101, para 6.1.2

**1.5. (Added-ANG) OCONUS Travel.** ANG members will not depart the CONUS unless they are in an appropriate Title 10 status. **(T-0)**

## Chapter 2

### PREPARING ORDERS

**2.1. Series of Special Orders.** Use [Table 2.1](#) and [Table 2.2](#) when assigning a series of SOs to specific actions. Air Force Reserve and ANG will refer to their associated instructions for series of orders unique to their component.

**2.1. (ANG)Use [Attachment 3](#) “Series of ANG Special Orders” to determine the series and applicable authority to use for specific actions.**

**Table 2.1. Series of Special Orders and Prescribing Directives.**

	A	B	C
<b>R U L E</b>	<b>If the order pertains to:</b>	<b>Then publish in series:</b>	<b>and refer to this publication:</b>
1	Appellate Review	A	AFI 51-201
2	Appointment of Commanders	G	AFI 51-604
3	Assignment and Relocation, Contract Personnel	A	AFI 21-110, <i>Engineering and Technical Services Management and Control</i>
4	Assumption of Command	G	AFI 51-604
5	Attendants and Escorts	T	AFI 65-103
6	Awards and Decorations	G	AFI 36-2803, <i>The Air Force Awards and Decorations Program</i>
7	Blanket TDY Travel	T	AFI 65-103
8	Boards and Committees (when an order is required by directive)	A	Prescribing Directive
9	Civilian Emergency Leave	T	AFI 65-103
10	Civilian TDY to Attend Training	Y	AFI 65-103
11	Demotion of Airmen	A (see note 1)	AFI 36-2503, <i>Administrative Demotion of Airmen</i>



	A	B	C
<b>R U L E</b>	<b>If the order pertains to:</b>	<b>Then publish in series:</b>	<b>and refer to this publication:</b>
12	Dependents Emergency Travel	T	AFI 65-103 and AFI 36-3020, <i>Family Member Travel</i>
13	Dependents, Unaccompanied Travel	A	AFI 65-103 and AFI 36-3020
14	Discharge	A	AFI 36-2102, <i>Base-Level Relocation Procedures</i> , and AFI 36-3202, <i>Separation Documents</i>
15	Emergency Leave	T	AFI 65-103 and AFI 36-3003, <i>Military Leave Program</i>
16	Extended Active Duty	A	AFI 36-2008, <i>Voluntary Extended Active Duty (EAD) for Air Reserve Commissioned Officers</i>
17	Convening General, Special, and Summary Courts-Martial	A	AFI 51-201
18	Invitational Travel	T	AFI 65-103
19	Consecutive Overseas Tour Leave	A and T	AFI 36-3003
20	Miscellaneous Actions Not Listed Elsewhere	M	Prescribing directive
21	Organization Action	G	AFI 38-101, <i>Air Force Organization</i>
22	Installation Action	G	AFI 32-9005, <i>Real Property Accountability and Reporting</i>
23	PCS, Military	A	AFI 36-2102
24	Permissive TDY	T	AFI 65-103 and AFI 36-3003

	A	B	C
<b>R U L E</b>	<b>If the order pertains to:</b>	<b>Then publish in series:</b>	<b>and refer to this publication:</b>
25	Prisoners, Change of Designated Place of Confinement	A	AFI 36-2102 and AFI 51-201
26	Personnel Actions for Groups	P	Air Force Computer Systems Manual (AFCSM) 36-699, Volume 1, <i>Military Personnel Flight (MPF) Management and Military Personnel Data System (Mil PDS) User Guidelines</i> , <a href="http://ask.afpc.randolph.af.mil/docs/psd/AFCSM%20DOCS/AFCSM36-699V1.pdf">http://ask.afpc.randolph.af.mil/docs/psd/AFCSM%20DOCS/AFCSM36-699V1.pdf</a>
27	Personnel Actions Using AF Form 2096, <i>Classification/On-The-Job Training Action</i>	C	AFCSM 36-699, Volume 1
28	Personnel Actions Using AF Form 2098, <i>Duty Status Change</i>	D	AFCSM 36-699, Volume 1
29	Promotion-Enlisted	P	AFI 36-2502, <i>Airman Promotion Program</i>
30	Reenlistment of Former First-Term Airmen from Civilian Life	A	AFI 36-2606, <i>Reenlistment in the United States Air Force</i>
31	Release From Active Duty	A	AFI 36-2102 and AFI 36-3202
32	Repeated TDY Travel	T	AFI 65-103
33	Resignation of Reserve Officers	A	AFI 36-3209, <i>Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members</i>
34	Return to Duty Travel	T	AFI 65-103

	A	B	C
<b>R U L E</b>	<b>If the order pertains to:</b>	<b>Then publish in series:</b>	<b>and refer to this publication:</b>
35	Special Appointment of Individuals to Duties When Required by Directives	A or M (see Note 2)	Prescribing Directive
36	Special Leave	T	AFI 65-103 and AFI 36-3003
37	Student Dependent Travel	T	AFI 65-103 and AFI 36-3020
38	Subpoena Travel Orders	T	AFI 65-103 and AFI 51-201
39	TDY, Civilian and Military Personnel	T	AFI 65-103
40	TDY, Contract Personnel	T	AFI 65-103
41	Transportation Authorization	T	AFI 65-103
42	Resignation of Regular Officers	B	AFI 36-3207, <i>Separating Commissioned Officers</i>
43	Funded Environmental and Morale Leave	T	AFI 65-103
<b>NOTES:</b> 1. Use Reserve order for personnel NOT on extended active duty. 2. Use either series, depending on the permanence of the action.			

Table 2.2. Series of Special Orders.

<b>R</b>	<b>A</b>	<b>B</b>
<b>U L E</b>	<b>If the order pertains to:</b>	<b>then publish in series:</b>
1	Advance Orders	A
2	Civilian PCS Air Force Civilian Personnel Management Center-Funded Career Program Selections	O

<b>R</b>	<b>A</b>	<b>B</b>
<b>U L E</b>	<b>If the order pertains to:</b>	<b>then publish in series:</b>
3	Investigating Officers and Boards	M
4	PCS, Civilian	X
5	Reenlistment of Airmen Under the Delayed Reenlistment Program	A
6	Travel to Overseas Home of Selection	A

**2.2. Forms for Orders.** Forms standardize and, therefore, simplify the publishing of administrative orders. When you cannot use a form, you may compose an order. However, be sure to include all required information. Computer-generated orders may vary in format from form or composed orders as long as they include all required data. The ANG will use computer-generated orders when possible. Prescribed forms for orders generation are not applicable to the ANG.

### **2.3. Composed Orders.**

**2.3. (ANG)Use AROWS for computer generated pay and permanent change of station (PCS) orders.** All others will be manually composed orders. All ANG OWAs, i.e., State Headquarters, Wings, Geographically Separated Units (GSU), and Detachments, must create all pay and PCS orders using AROWS. Do not use AROWS to generate classified orders. Orders requests are accomplished via forms specified in paragraph 4.5. **(T-2)** When AROWS is not operational for an extended time period, manually prepare special orders in AROWS format. When the system returns to operation, enter the manually prepared orders in sequence and prior to any new orders generation.

2.3.1. Paper Size, Margins, and Numbering. See [Figure 2.1](#) for a sample composed order. Use 8.5-by-11-inch paper and leave a 1-inch margin around each page on all composed orders except for computer-generated ones. Number the second page 0.5 inch from the page bottom at the left margin. Type the order number in the lower right corner of the first page.

2.3.2. Heading. Include the following elements in the heading: the title “DEPARTMENT OF THE AIR FORCE”; the complete unit designation; the name of the major command (MAJCOM) of assignment, abbreviated in parentheses; the complete mailing address; the type and number of order; and the date the order is published. Do not postdate or antedate the orders.

2.3.2. **(ANG)** Use the appropriate header format below based on whether an order is state or federal status.

2.3.2.1. **(Added-ANG)** State status (Title 32 U.S.C.): include the state, generating activity, and location. See Figure 2.2.

2.3.2.2. **(Added-ANG)** Federal status (Title 10 U.S.C.). Include DEPARTMENT OF THE AIR FORCE, NATIONAL GUARD BUREAU, generating activity, and location. See [Figure 2.3](#)

2.3.2.3. **(Added-ANG)** The order type, number and date will be generated by AROWS.

2.3.3. Body. Write clearly and concisely. Do not use code words or unauthorized abbreviations. You may use abbreviations in the dictionary and authorized nicknames if such use creates no confusion. Write a separate paragraph for each action directed. List all persons or activities affected by the same action in the same paragraph. Number paragraphs when using more than one.

2.3.3. **(ANG)** There is no mandatory format for the body text of non-AROWS orders, so long as they contain all pertinent information. Refer to Attachments 4 & 5 for required information and suggested content formats.

2.3.3.1. **(Added-ANG)** Refer to ANGI 36-2001 for mandatory statements to include in Title 10 orders.

2.3.4. Close. Include the following elements in the closing: the orders-approving official's signature block, the authority for publishing the orders, when required, distribution, and the authority line when not using the commander's name. The OPR for the specific order instruction decides whether to include any additional items.

2.3.4.1. Unless a directive specifically requires it, you need not cite the authority for publishing an order. You must, however, cite an authority in all orders that involve travel at government expense.

2.3.4.1. **(ANG)** For ANG orders, cite the authority for publishing the order from column B of [Attachment 3](#).

Figure 2.1. Sample Composed Order.

<p>DEPARTMENT OF THE AIR FORCE  19TH WARFIGHTER TRAINING WING (ACC)  12345 EAGLE LANDING ROAD  WASHINGTON, DC 20330-12345</p>	
<p>SPECIAL ORDER  AF-01</p>	<p>(Do not postdate or antedate) 19 Jan 05</p>
<p>1. Effective 19 January 2006, the 1000th Informational Communications Wing, Langley AFB, VA is inactivated.</p> <p>2. Effective 19 January 2006, Operating Location AB, Informational Communications Flight, Reston, VA is disestablished.</p> <p>3. Authority: AFI XX-XXX (DoD or AFI authority for the Order).</p>	
<p>FOR THE COMMANDER (Use appropriate authority line from Table 2.3)</p>	
<p>//////////OFFICIAL//////////</p>	
<p>MONETARY L. FUNDING, Colonel, USAF  Director, Manpower and Organization Division  Headquarters, USAF Plans and Programs</p>	<p>Distribution or See Distribution List  HQ USAF/DPMO  HQ USAF/XX  HQ ACC/XX  HQ AFMC/XX  HQ AETC/XX  HQ AFPC/XX  HQ AFCA/XX  HQ AFOTEC/XX  HQ AFSOC/XX</p>
<p>DISTRIBUTION LIST</p>	
<p>HQ USAF/XX  HQ ACC/XX  HQ AFMC/XX  HQ AETC/XX  HQ AFPC/XX  HQ AFCA/XX  HQ AFOTEC/XX  HQ AFSOC/XX</p>	
<p>AF-01</p>	

**Figure 2.2. (Added-ANG) Example State Status Header.**

NEW YORK AIR NATIONAL GUARD HEADQUARTERS, 105 AIRLIFT WING (AMC) ONE MILITIA WAY NEWBURGH NY 12550-5042
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**Figure 2.3. (Added-ANG) Example Federal Status Header (Title 10 USC).**

DEPARTMENT OF THE AIR FORCE NATIONAL GUARD BUREAU HAWAII AIR NATIONAL GUARD HEADQUARTERS, 154 WING (PACAF) 360 MAMALA BAY DRIVE HICKAM AFB HI 96853-5517
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2.3.4.2. Refer to [Table 2.3](#) for authorized authority lines.

2.3.4.2. (ANG) Refer to [Table 2.3 \(ANG\)](#) for ANG authority lines.

2.3.4.3. No seal or signature is needed on computer-generated orders; place the word “OFFICIAL” above the signature element instead.

2.3.4.3. (ANG) Use the appropriate signature element for the orders-approving official.

**Table 2.3. Authorized Authority Lines.**

<b>R</b>	<b>A</b>	<b>B</b>
<b>U L E</b>	<b>For:</b>	<b>Use This Authority Line:</b>
1	Department of the Air Force	BY ORDER OF THE SECRETARY OF THE AIR FORCE
2	Missions and Commissions	FOR THE CHIEF
3	Attaches	FOR THE AIR ATTACHE
4	Air Force Academy	FOR THE SUPERINTENDENT
5	Air Force Components of Unified and Specified Commands	FOR THE COMMANDER
6	All Other Units	FOR THE COMMANDER or FOR THE COMMANDANT

**Table 2.3. (ANG) ANG Authority Lines.**

	<b>A</b>	<b>B</b>	<b>C</b>
<b>RULE</b>	<b>For orders published under:</b>	<b>And</b>	<b>Then use the authority line:</b>
<b>1</b>	Title 10 (Federal)		BY ORDER OF THE SECRETARY OF THE AIR FORCE
<b>2</b>	Title 32 (State)	unless one of the below rules are met	BY ORDER OF THE GOVERNOR
<b>3</b>		for the District of Columbia only	BY ORDER OF THE COMMANDING GENERAL
<b>4</b>		when legislative or regulatory authority to generate is vested in the state adjutant general, unless	BY ORDER OF THE ADJUTANT GENERAL
<b>5</b>		generating authority is further delegated by the adjutant general to designated units	BY ORDER OF THE COMMANDER

2.3.5. Multiple-Page Orders and Continuation Lines. Strive to keep all orders to two pages--one sheet, front and back. If orders are longer than two pages on standard-size paper, print on legal-size paper when you can reduce and reproduce the orders on standard-size paper.

2.3.5.1. Write the order number, publisher, and date at the top of each odd-numbered page (e.g., SO A-109, HQ ACC, Langley AFB VA, 1 September 1998, if you must use more than one sheet,); this is optional for even-numbered pages.

2.3.5.2. Include the heading, order number, date, and authority line on both sides of the page for computer-generated, multiple-name orders.

2.3.5.3. Number multiple-page orders at the bottom of each page to show how many pages are in the order (e.g., "Page 1 of 3 Pages").

## **2.4. Identifying Personnel.**

2.4.1. Single Person. Type the person's grade and name in CAPITAL letters. The first time you use a name, state grade or title; first name, middle initial, last name (or last name, first name, middle initial); and social security number (SSN). If the person is on a retired list, write the word "Retired" after the grade. Use only the grade or title and last name if you use the same name more than once in the same paragraph.

2.4.2. Groups. When many individuals are on an order, make a machine roster according to AFCSM 36-699, Volume 1, and photocopy it on the order. Prepare an extract copy (see paragraph 3.9) according to *The Privacy Act of 1974* by omitting SSNs of other members on copies of group orders that are given to individual members.



2.4.3. Unit and MAJCOM of Assignment. Show the unit, MAJCOM, and assignment address of each person named in the order. State only "this HQ" or "this unit," as appropriate, on a composed order published by the person's unit; do not show the unit address and MAJCOM. OPRs for specific order instructions may provide additional guidance.

2.4.4. Departmental Status and Component. Include the departmental status and component with the grade, name, and service number or SSN on orders for military personnel not in the Air Force. For example, write: "CAPT MARK HESS 000-00-0000, DA (INF)" or "SQ LEADER JAMES W FEARS, 5167, Royal Air Force."

2.4.5. Air Force Office of Special Investigations (AFOSI) Agents. The AFOSI Special Agent's (SA) rank and grade should be omitted from all TDY and PCS orders. All SAs should have a designated single point of contact at Special Orders processing, Permanent Change of Station (PCS) and Traffic Management Office (TMO).

2.4.6. Senior Executive Service (SES), Scientific, or Professional Personnel. Include the traveler's position title and precedence priority (distinguished visitor [DV]) code after the name on all forms and composed travel orders. For example, write: "SES-3 Deputy Director, Materiel Management (OC-ALC) (DV-6)."

## **2.5. Numbering and Dating Administrative Orders.** Number and date each order.

2.5.1. Number orders by using a letter prefix to identify the series of orders, starting with number 1 for each fiscal or calendar year (determined by the OPR for the specific order instruction). For example, A-1, A-2, G-1, G-2. When you want to break out a series by specific type of action or preparing office, add a second letter prefix.

2.5.1. (ANG) Automated system generated orders will have a system-assigned unique identifier.

2.5.2. Cite the number of the last order published the previous year above the heading of the first order of a year. If no orders were published in a series during the preceding year (or years), write: "No orders were published in this series in (year or years)."

2.5.3. Write above the heading of the consolidated order: "SO (series and number), (organization), (date), was last SO published in (identify discontinued series). Effective this date, the (discontinued series) is consolidated in (new series)" when discontinuing a series of orders and consolidating it with another series.

2.5.4. Continue to number in order when a unit issuing an order inactivates and another unit activates immediately to perform the same mission. Cite the authority for the change above the heading of the first order published thereafter.

2.5.5. Begin a new series when a unit is transferred without personnel and equipment to another base or command.

2.5.6. OPRs for specific order instructions may provide additional order numbering guidance as deemed appropriate.

## Chapter 3

### VERBAL ORDERS AND CHANGES TO ORDERS

**3.1. Verbal Orders of the Commander.** Do not issue verbal orders if possible. Commanders may issue verbal orders that involve obligating funds, flying status, or aeronautical ratings of individuals only when time prevents the publication of written orders in advance of travel.

3.1.1. Confirm verbal orders (in writing) as soon as possible. In the written order, identify who issued the verbal order and the date the verbal order was given. **EXAMPLE:** *The verbal orders of the Cmdr, HQ ACC, Langley AFB VA, 1 Oct 98, directing CAPT JAY A. SMITH, 123-45-6789, HQ ACC/IGOF, this stn, to proceed on 1 Oct 98 from Langley AFB VA to Luke AFB AZ on TDY for approximately 3 days to obtain depositions in connection with an aircraft accident investigation and to return to Langley AFB VA, are confirmed; circumstances prevented written orders in advance. (MSN) (SITE VISIT) TDY. Submit a travel voucher within 5 workdays after receipt of orders. (Accounting Classification.) Authority: AFI 36-2110 and HQ USAF/IGD Ltr, 30 Sep 98, Aircraft Accident Investigation.*

3.1.2. State why written orders were not issued earlier if funds were spent or flying status or aeronautical ratings were affected. For example, you might write "The verbal orders of the commander on (date) are confirmed; circumstances prevented written orders in advance."

3.1.3. Do not include variations in itinerary when publishing orders after travel is completed.

3.1.4. The name of the unit that issued the verbal order must be included in the order when an order is published by an organization that publishes orders for several units.

3.1.5. P-series orders may be published after their effective date without a confirmation statement or an explanation. Command directors of personnel must make sure publication occurs promptly.

**3.2. Amendments, Rescissions, and Revocations.** Use AF Form 973, *Request and Authorization for Change of Administrative Orders*, to amend, rescind, or revoke an order. See [Attachment 2](#) for instructions on completing AF Form 973. Use a composed order if the form is not practical. Publish amendments, rescissions, and revocations in the same series as the original order. Do not use blanket statements such as "Previous orders are rescinded" or "This order supersedes all previously published orders." Do not use AF Form 973 for orders convening courts-martial, appointing investigating officers for boards or committees, or for aeronautical orders.

**3.2. (ANG)All ANG order amendments, rescissions, and revocations will be via composed orders.** Do not use the AF Form 973.

3.2.1. **(Added-ANG)** Do not modify an order to shorten a tour of duty for a member of the ANG who becomes injured or contracts an illness while performing duty prescribed by the order.

**3.3. Who May Change an Order.** Normally only the organization that published the original order may amend, rescind, or revoke it. Functional OPRs for specific order instructions may authorize other organizations or activities to change specific orders. Provide a copy of any changes to the organization that published the original order.

**3.4. When to Amend an Order.** Publish an amendment to add, delete, or change pertinent data to read as originally intended. Functional OPRs for specific order instructions will provide specific instructions and guidance on when their orders will be amended, and when an amendment is inappropriate.

**3.5. When to Rescind an Order.** Rescind an order when it is no longer needed; for example, if an individual has blanket or repeated travel orders but now has a change in duty assignment.

**3.6. When to Revoke an Order.** Revoke an order before it goes into effect or before any funds are expended.

**3.7. Additional Guidance.**

3.7.1. Justify retroactive amendments to orders that increase or decrease the amount of money due the traveler or the government. Include justification or an explanation statement in the remarks section of the amendment. The justification or explanation statement used in the remarks section of the amendment must clearly show that the original order was unclear, incomplete, or lacked necessary information.

3.7.2. The new order may announce the revocation or rescission if an organization revokes or rescinds an order and immediately replaces it with another. Add the statement: "This order revokes or rescinds (order number and date)" in the remarks section of form orders. Make this statement the last paragraph in composed orders.

3.7.3. When an order is revoked, it no longer exists as an official document. A rescinded order is still an official document, although it can no longer be used. Do not revoke a revocation or rescission; publish a new order.

**3.8. Corrected Copies.** Publish a corrected copy of an order only to correct an error in the heading or close of the original composed order, or the approving official's part of a form order. (To correct a fund citation or an error in the body of the order, publish an amendment.) Enter "*Corrected Copy-Destroy All Others*" and the incorrect number and date at the top of the corrected copy. Use the same heading and close as on the original composed or form order, correcting only those portions that need it. Double underscore the corrected portion when possible; and make sure the distribution matches the original order.

**3.9. Copies.** You may reproduce any order or portion of it, as a copy or an extract copy. Include the same heading and close as the original composed or form order, and the statement "*COPY*" or "*EXTRACT COPY*." Write only the required information for an extract copy. For example, if a paragraph includes several individuals, list only the person who needs the copy on the extract copy. Use asterisks to indicate omitted material. Any orders issuing or approving official authorized to publish orders may sign copies or extract copies.

**3.10. Printed Information on Reverse of Orders.** You may print information on the reverse of special orders if the OPR for the specific order instruction imposes no specific limitations. Limit information on the reverse of orders to that which does not reasonably fit on the front. Additional remarks are the most common use of the reverse side of orders.

## Chapter 4

### REPRODUCTION, DISTRIBUTION, MAINTENANCE, AND DISPOSITION

**4.1. Reproduction.** Keep orders reproduction to a minimum. Use both sides when duplicating. Revocation or rescission orders typically do not require the same number of copies as the original order.

**4.2. Distribution.** Indicate distribution under the word *distribution* by entering a list of all individuals and organizations, a distribution code, or both. The orders-publishing organization must maintain the list of codes and standard distributions if it uses distribution codes.

4.2.1. Normally, distribute orders no later than the first workday after they are published. Functional OPRs for a specific type of order may provide additional guidance.

4.2.2. Distribute orders to each individual and organization named in the order, except organizations where individuals will perform short periods of TDY and all activities listed in standard distribution requirement set by publishing authority or higher headquarters. OPRs for orders may establish specific order distribution requirements.

4.2.3. Distribute classified orders only to persons who need them and who have proper clearance.

**4.3. Maintenance.** The orders publishing activity maintains all record sets of their orders according to AFI 33-364, *Records Disposition-Procedures and Responsibilities*, and AFRIMS RDS. It may delegate this authority to subordinate units or activities that publish orders in their name. The orders-publishing activity is responsible for making sure that all orders are properly prepared, reproduced, distributed, and maintained.

**4.3. (ANG)OWAs will generate, distribute, and maintain record copies of orders that they initiate. (T-2)**

4.3.1. File the published copy of each order in numerical sequence by type and series. File background material as the orders-approving official directs. Annotate the background material in the lower right corner to show the paragraph and order number to which it pertains. Background material includes coordination, approvals, letters, messages, justification files for special authorizations, and theater clearances. Form orders typically have no background material because they are both a request and an order.

4.3.1. **(ANG)** Until AROWS is certified compliant with DoDI 5015.2, generate PDF record copies of all orders, modifications, and cancellations and manage IAW paragraph **4.3**. Requests for orders (ANG Form 336), modifications, cancellations, coordinations, approvals, letters, messages, theater clearances, etc., are considered background material. File record copy of order and background material using appropriate table and rules. Annotate the background material to show the order number to which it pertains. Electronic file annotations will be made on the Windows Properties summary dialog for the file in accordance with guidance from the *AF ERM Solution* guide.

4.3.2. Post each amendment, revocation, or rescission to the original order. After posting the amendment, revocation, or rescission to the original order, mark the amendment, revocation,

or rescission with the word "Posted" along with the date of the posting and the initials of the person who posted information on the original order.

4.3.3. **(Added-ANG)** Paper orders that were generated manually will continue with current records management procedures until their disposition is met or until they are transitioned into an approved ERM system.

**4.4. Disposition and Retrieval.** Each orders-publishing activity accumulating record sets of orders is responsible for the proper and timely retirement of the records sets. Once inactive records are transferred to the base records staging area, the base records manager (RM) will assist in retrieval of records sets of orders upon request and will transfer eligible records to the designated federal records center. If separate series of orders are published by subordinate units or offices in the name of the parent unit, retire them with the parent unit's orders.

**4.4. (ANG)Each ANG State Headquarters will ensure units and geographically separated units (GSUs) within their state have adequate storage facilities for retiring record sets of orders.** The ANG State Headquarters may elect to perform retirement and storage at the State headquarters level.

4.4.1. Transfer inactive records sets to the base records staging area; attach a listing of all orders to the Standard Form (SF) 135, *Records Transmittal and Receipt*, and place a copy of the listing in a folder at the very front of the orders. This listing can be a copy of any orders log created and maintained during orders production. Account for all numbers in each orders series, used or unused, on the list. If records cannot be located or were prematurely destroyed, efforts must be made to reconstruct or locate them (AFI 33-364).

4.4.2. Maintain a copy of the SF 135, receipted by the base RM, in the office transferring the records to facilitate future retrieval.

**4.5. Forms (Adopted and Prescribed).**

4.5.1. Adopted Forms: SF 135, *Records Transmittal and Receipt*; AF Form 847, *Recommendation for Change of Publication*; AF Form 2096, *Classification/On-The-Job Training Action*; and AF Form 2098, *Duty Status Change*.

4.5.2. Prescribed Form. AF Form 973, *Request and Authorization for Change of Administrative Orders*.

4.5.2. **(ANG)** AF Form 973 is not authorized nor prescribed for ANG use.

4.5.3. **(Added-ANG)** Prescribed Form. ANG Form 336, *Air National Guard (ANG) Orders Request*, must be used by all ANG OWAs to initiate all special orders where the Military Pay order is created within AROWS. **(T-2)** Do not use for personnel administrative orders.

MICHAEL W. PETERSON, Lt Gen, USAF  
Chief of Warfighting Integration and  
Chief Information Officer

**(ANG)**

KEVIN M. DONOVAN, Colonel, USAF  
Director, Communications

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

*Title 10, United States Code, Section 8013*

JFTR Volume 1, *Uniformed Service Members*, 1 June 2006

JTR Volume 2, *Department of Defense Civilian Personnel*, 1 June 2006

System of Records Notice F033 AF D, *Automated Orders Data System*, June 11, 1997

AFPD 33-3, *Information Management*, 28 March 2006

AFI 33-332, *Air Force Privacy Act Program*, 29 January 2004

AFI 33-364, *Records Disposition-Procedures and Responsibilities*, 22 December 2006

AFI 21-110, *Engineering and Technical Services Management and Control*, 1 August 2000

AFI 32-9005, *Real Property Accountability and Reporting*, 30 September 1994

AFI 36-2008, *Voluntary Extended Active Duty (EAD) for Air Reserve Commissioned Officers*, 5 November 2002

AFI 36-2102, *Base-Level Relocation Procedures*, 18 September 2006

AFI 36-2502, *Airman Promotion Program*, 6 August 2002

AFI 36-2503, *Administrative Demotion of Airmen*, 20 July 1994

AFI 36-2606, *Reenlistment in the United States Air Force*, 21 November 2001

AFI 36-2803, *The Air Force Awards and Decorations Program*, 15 June 2001

AFI 36-3003, *Military Leave Program*, 20 October 2005

AFI 36-3020, *Family Member Travel*, 10 June 1994

AFI 36-3202, *Separation Documents*, 22 November 2005

AFI 36-3207, *Separating Commissioned Officers*, 9 July 2004

AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*, 14 April 2005

AFI 38-101, *Air Force Organization*, 4 April 2006, through Change 2, 20 July 2006

AFI 51-201, *Administration of Military Justice*, 26 November 2003, through Change 2, 10 July 2006

AFI 51-604, *Appointment to and Assumption of Command*, 4 April 2006

AFI 65-103, *Temporary Duty Orders*, 5 August 2005

AFMAN 37-123, *Management of Records*, 31 August 1994 (will convert to AFMAN 33-363)

AFCSM 36-699, Volume 1, *Military Personnel Flight (MPF) Management and Military Personnel Data System (MilPDS) User Guide*, 10 January 2007

AFRIMS RDS

*Abbreviations and Acronyms*

**AFCA**—Headquarters Air Force Communications Agency

**AFCSM**—Air Force Computer Systems Manual

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFOSI**—Air Force Office of Special Investigations

**AFPD**—Air Force Policy Directive

**AFRIMS**—Air Force Records Information Management System

**AFSC**—Air Force Specialty Code

**ANG**—Air National Guard

**DoD**—Department of Defense

**DV**—Distinguished Visitor

**JFTR**—Joint Federal Travel Regulations

**JTR**—Joint Travel Regulations

**MAJCOM**—Major Command

**OPR**—Office of Primary Responsibility

**PCS**—Permanent Change of Station

**POC**—Point of Contact

**RDS**—Records Disposition Schedule

**RM**—Records Manager

**SA**—Special Agent

**SES**—Senior Executive Service

**SO**—Special Order

**SSN**—Social Security Number

**TDY**—Temporary Duty

**USAF**—Headquarters United States Air Force

*Terms*

**Authentication**—The process that makes an administrative order valid. In most cases the signature (or official stamp) of the orders approving official or designated representative is enough to validate an order. A separate authentication is unnecessary. However, the functional OPRs may require additional authentication if they think it is necessary.



**Effective Date**—The date orders go into effect. This is usually the date of the order, unless the order specifies a different effective date or confirms previous verbal orders. To determine the effective date of military permanent change of station orders of entitlements, see JTFR, Volume 1, and JTR, Volume 2.

**Functional Order Office of Primary Responsibility**—Organization that guides and manages specific orders programs, although it may not actually prepare the specific order.

**Orders-Issuing or Approving Official**—The competent authority who determines the need for an order, requests its publication, justifies special authorizations, and approves claims for reimbursing items not authorized in the order or that requires administrative approval. This official normally signs manually prepared orders but may also use a stamp. He or she does not need to sign computer-generated orders. However, if neither a signature nor stamp is used, there must be adequate controls to ensure proper approval.

## Attachment 1 (ANG)

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

**References**

10 U.S.C. §101, *Definitions*

AFI 10-402, *Mobilization Planning*, 1 May 2012

AFI 36-2002, *Regular Air Force and Special Category Accessions*, 7 Apr 1999

AFI 36-2502, *Airman Promotion/Demotion Programs*, 12 Dec 2014

AFI 36-2504, *Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force*, 9 Jan 2003

AFI 36-2608, *Military Personnel Records System*, 30 Aug 2006

AFI 36-2619, *Military Personnel Appropriation (MPA) Man-Day Program* 18 Jul 2014

AFI 36-2803, *The Air Force Military Awards and Decorations Program*, 18 Dec 2013

AFI 36-3002, *Casualty Services*, 22 Feb 2010

AFI 36-3209, *Separation & Retirement Procedures for Air National Guard & Air Force Reserve Members*, 14 Apr 2005

AFI 36-3802, *Personnel Readiness Operations*, 23 Feb 2009

AFI 51-602, *Boards of Officers*, 2 Mar 1994

AFI 65-103, *Temporary Duty Orders*, 5 Aug 2005

AFPD 38-1, *Organization and Unit Designations*, 24 Aug 2011

*Air Force Electronic Records Management (ERM) Solution “Using existing resources” version 6.1 Air Force Records Disposition Schedule* (available at <https://afrims.amc.af.mil>)

ANGI 10-203, *Air National Guard (ANG) Alert Resource Management*, 22 Feb 2012

ANGI 36-101, *Air National Guard Active Guard Reserve (AGR) Program*, 03 Jun 2010

ANGI 36-2001, *Management of Training and Operational Support Within the Air National Guard*, 19 Oct 2009

ANGI 36-2101, *Assignments within the Air National Guard (ANG)*, 10 Apr 2012

ANGI 36-2005, *Appointment of Officers in the Air National Guard of the United States Air Force and as Reserves of the Air Force*, 15 Mar 2005

ANGI36-2504, *Federal Recognition of Promotion in the Air National Guard (ANG) and as a Reserve of the Air Force Below the Grade of General Officer*, 28 Jul 2004

DoDI 1215.06, *Uniform Reserve, Training, and Retirement Categories for the Reserve Components*, 11 Mar 2014

Joint Publication 1-02, *Department of Defense Dictionary of Military and Associated Terms*, 8 Nov 2010 (amended 15 Mar 2015)

Joint Travel Regulations (JTR)

NGB Form 5 – Federal Recognition Certificate

NGB Form 113a – Report of Inspection for Federal Recognition  
NGB Form 438 – Honorable Discharge from the Armed Forces of the United States of America ANG

*The Privacy Act of 1974*

**Abbreviations and Acronyms**

**ACA**—Aerospace Control Alert

**ADOS**—Active Duty for Operational Support

**AFH**—Air Force Handbook

**AGR**—Active Guard Reserve

**ANGI**—Air National Guard Instruction

**ANGRC**—Air National Guard Readiness Center

**AROWS**—Air National Guard Reserve Orders Writing System

**AS**—Active Service

**BMT**—Basic Military Training

**CED**—Contingency, Exercise, Deployment

**DoDI**—Department of Defense Instruction

**ERM**—Electronic Records Management

**FMO**—Flight Management Office

**FTNGD**—Full Time National Guard Duty

**GSU**—Geographically Separated Unit

**HOSM**—Host Operations System Management

**HRO**—Human Resources Office

**IADT**—Initial active duty for training

**IAW**—in accordance with

**MPA**—Military Personnel Appropriation

**MPF**—Military Personnel Flight

**NGB**—National Guard Bureau

**OAL**—Organizational Action Letter

**OCONUS**—Outside the Continental United States

**OWA**—Orders Writing Activity

**PAS**—Personnel Account Symbol

**PME**—Professional Military Education

**RSD**—Regularly Scheduled Drill (formerly Unit Training Assembly (UTA))

**SOC**—Schedule of Changes

**SRSD**—Split Regularly Scheduled Drill (formerly Split Unit Training Assembly (SUTA))

**TTS**—Technical Training School

**U.S.C.**—United States Code

### ***Terms***

**Active Duty (Title 10 U.S.C.)**—Full time duty in the active military service of the United States. Such term includes full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the Secretary of the military department concerned. Such term does not include full-time National Guard duty. Ref: 10 U.S.C. 101 (d) (1).

**Active Duty for Training (Federal Status-Title 10 U.S.C.)**—A tour of active duty that is used for training members of the Reserve Component to provide trained units and qualified persons to

fill the needs of the Armed Forces in time of war or national emergency and such other times as the national security requires. (Ref: JP 1-02) See ANGI 36-2001 for further guidance.

**Active Guard Reserve (AGR) (Active Duty Status-Title 10 and Title 32 U.S.C.)**—National Guard and Reserve members who are on voluntary active duty providing full-time support to National Guard, Reserve, and Active Component organizations for the purpose of organizing, administering, recruiting, instructing, or training the Reserve Components. (Ref: JP 1-02).

**Active Duty for Operational Support (ADOS)**— provide the necessary skilled manpower assets to support existing or emerging requirements. Duty tours are performed in support of the NGB or the ANG. For short duration projects or other administrative/support functions.

**Active Service (AS)**—Service on active duty or full-time National Guard duty. (Ref: 10 U.S.C. 101 (d) (3))

**Call**—The constitutional authority that confers power on the Congress and the President of the United States to issue orders through the Governors of the States to bring into federal service such units and members of the ANG as the President deems necessary to “execute the laws of the United States, suppress insurrection and repel invasion.”

**Cancel**—see “rescind”

**Contingency, Exercise, Deployment (CED) Orders**—CED orders are generated to place members on TDY for contingencies, exercises or deployment purposes.

**Delete**—see “revoke”

**Discharge**—The definitions in AFI 36-3209 will be used for processing discharges.

**Full Time National Guard Duty (Title 32 U.S.C.)**—Training or other duty, other than inactive duty, performed by a member of the Army National Guard of the United States or the Air National Guard of the United States in the member’s status as a member of the National Guard of a State or territory, the Commonwealth of Puerto Rico, or the District of Columbia pursuant to 32 U.S.C. sections [316](#), [502](#), [503](#), [504](#), or [505](#) for which the member is entitled to pay from the United States, or for which the member has waived pay from the United States. (Ref: DoDI 1215.06)

**Inactive Duty**—Authorized duty performed by members of a Reserve Component while not on Active Duty. (Ref: DoDI 1215.06)

**Order**—The procedure through which the members of the ANGUS enter the active military service.

**Orders Writing Activity**—Any member appointed by appropriate authority to compose automated and manual orders.

**Rescind**—An order that is no longer needed and has been used to obligate funds can only be rescinded. The order remains an official record linked to the obligation.

**Revoke**—An order that is no longer needed and has not been used to obligate funds may be revoked. It is not necessary to retain a record of a revoked order.

## Attachment 2

### PREPARING AIR FORCE FORM 973, REQUEST AND AUTHORIZATION FOR CHANGE OF ADMINISTRATIVE ORDERS

**A2.1.** Use AF Form 973 to amend, rescind, or revoke an order. Publish amendments, rescissions, and revocations in the same series as the original order.

A2.1.1. Rescind an order when some action was already taken on the published order, for example, travel advance or transportation request.

A2.1.2. Revoke an order when no action occurs against the original order.

A2.1.3. Amend an order to change data in it.

A2.1.4. If the order is revoked only as it pertains to some, but not all, individuals in the basic order, type the words *In Part* after marking the *Revoked* block. This is not necessary if already preprinted on the form.

**A2.2. Items 1A through C, and 8 through 15.** Self-explanatory.

**A2.3. Item 1D ([TED][PCS with PCA][PCS without PCA]).** Include date and check applicable block.

**A2.4. Item 2.** Include all previous amendments.

**A2.5. Item 3 (Relating to TDY, PCS, Short Tour of AD, and so on).** Include the original action, TDY, PCS, and so on. If the change involves a reassignment, include the gaining unit shown in the basic order; control Air Force specialty code (AFSC)(airmen), primary AFSC (officers), and assignment action number or shipment line number.

**A2.6. Item 4 (Identification of the Individual to Whom Change Action Pertains).** Do not use this form if the original order appointed a board or committee. Instead, use a composed order. When an amendment applies to everyone listed on the basic order, use the statement, *same as basic order*, instead of repeating names on the amending order.

**A2.7. Item 5A (Amendment).** When indicating a change in wording, underscore the portion that is changed and what it is changed to read.

**A2.8. Item 5B (Is amended to [Include][Delete]).** Cross out the one that does not apply.

**A2.9. Item 6 (Remarks).** Include information not covered by preceding items (e.g., the authority for the action when required). This item may also be used to continue preceding items when more space is needed.

**A2.10. Item 7 (Accounting Citation).** On revocation or rescission orders there is no need to repeat the fund cited in the original order. On amendments, include a fund cite only if this change is correcting it or if additional funds are required. On amendments calling for the spending of additional funds, such as extension of TDY or travel to additional TDY points, get the initials of the fund-approving official.

**A2.11. Item 16.** Use this block only when local policy requires it.

## Attachment 3 (Added-ANG)

## AIR NATIONAL GUARD SERIES OF SPECIAL ORDERS

RULE	A	B	C	D	E
	If order pertains to	Authority	Statute	Series	AROWS/ Manual
<b>ACTIVATION/MOBILIZATION</b>					
<b>1</b>	Full Mobilization	10 U.S.C. 12301 (a) AFI 10-402	Federal	R (note 1)	AROWS
<b>2</b>	Judiciary Review/Hold Involuntary	10 USC 802 AFI 51-201	Federal	R	AROWS
<b>3</b>	Medical Hold	10 U.S.C. 12301 (h) AFI 10-402	Federal	R	AROWS
<b>4</b>	Partial Mobilization (PM)	10 U.S.C. 12302 AFI 10-402	Federal	R	AROWS
<b>5</b>	Presidential Recall (PRC)	10 U.S.C. 12304 AFI 10-402	Federal	R	AROWS
<b>6</b>	Preplanned Call-up (PPC)	10 U.S.C. 12304 (b)	Federal	R	AROWS
<b>7</b>	Voluntary Contingency (MPA)	10 U.S.C. 12301 (d) AFI 36-2619	Federal	R	AROWS
<b>8</b>	Voluntary Non Contingency (MPA)	10 U.S.C. 12301 (d) AFI 36-2619	Federal	R	AROWS
<b>ACTIVE DUTY</b>					
<b>9</b>	No Pay, No Allowances, Points Only	10 U.S.C. 12301 (h) 10 U.S.C. 12315(a)(2) AFI 36-2619	Federal	AC	AROWS
<b>10</b>	No Pay, No Allowances, Points Only	32 U.S.C. 502 (f)(1)(b) AFI 36-2619	State	A	AROWS
<b>ACTIVE DUTY FOR OPERATIONAL SUPPORT (ADOS)</b>					
<b>11</b>	ADOS (Federal)	10 U.S.C. 12301 (d) ANGI 36-2001	Federal	AC	AROWS
<b>12</b>	Counter Drug	10 U.S.C. Sec 115 10 U.S.C. Sec 101 10 U.S.C. Sec 12012	Federal	AC	AROWS
<b>13</b>	Medical Hold	10 U.S.C. 12301 (h)	Federal	AC	AROWS
<b>ACTIVE GUARD RESERVE (AGR)</b>					
<b>14</b>	Continuation Tour	32 U.S.C. 502 (f) ANGI 36-101	State	A	AROWS
<b>15</b>	Initial Tour	32 U.S.C. 502 (f) ANGI 36-101	State	A	AROWS
<b>16</b>	Occasional Deployment Backfill	32 U.S.C. 502 (f)	State	A	AROWS

	Tour	ANGI 36-101			
17	Occasional Tour	32 U.S.C. 502 (f) ANGI 36-101	State	A	AROWS
	<b>ANNUAL TRAINING</b>				
18	Federal	10 U.S.C. 12301 (d) ANGI 36-2001	Federal	AC	AROWS
19	Medical Hold	10 U.S.C. 12301 (h)	Federal	A	AROWS
20	Medical Hold	32 U.S.C. 502 (a)	State	A	AROWS
21	Schools	32 U.S.C. 502 32 U.S.C. 504(a) ANGI 36-2001	State	A	AROWS
22	State	32 U.S.C. 502 (a)	State	A	AROWS
	<b>SCHOOL</b>				
23	Basic Military Training (BMT) Only	10 U.S.C. 12301 (d) ANGI 36-2001	Federal	AC	AROWS
24	BMT and TTS/No Break	10 U.S.C. 12301 (d) ANGI 36-2001	Federal	AC	AROWS
25	BMT Complete/TTS only	10 U.S.C. 12301 (d) ANGI 36-2001	Federal	AC	AROWS
26	Initial Flying Training	10 U.S.C. 12301 (d) ANGI 36-2001	Federal	A	AROWS
27	Medical Hold	10 U.S.C. 12301 (h)	Federal	AC	AROWS
28	Medical Hold	32 U.S.C. 504 32 U.S.C. 505 ANGI 36-2001	State	A	AROWS
29	Military Status	32 U.S.C. 504 32 U.S.C. 505 ANGI 36-2001	State	A	AROWS
30	Professional Military Education (PME)	10 U.S.C. 12301 (d) ANGI 36-2001	Federal	A	AROWS
31	Seasoning Flying Training	10 U.S.C. 12301 (d) ANGI 36-2001	Federal	A	AROWS
32	Simulator/Physiological Training	32 U.S.C. 504 32 U.S.C. 505 ANGI 36-2001	State	A	AROWS
	<b>SPECIAL TRAINING</b>				
33	Federal	10 U.S.C. 12301 (d) ANGI 36-2001	Federal	AC	AROWS
34	Medical Hold	10 U.S.C. 12301 (h)	Federal	AC	AROWS
35	Medical Hold	32 U.S.C. 502 (f)(1)(b) 32 U.S.C. 503	State	A	AROWS
36	State (FTNGD - OTD)	32 U.S.C. 502 (f)(1)(b) 32 U.S.C. 503	State	A	AROWS

	<b>TEMPORARY DUTY (TDY)</b>				
37	Active Duty/TDY School Travel only	JTR	State	T	AROWS
	<b>FULL TIME NATIONAL GUARD DUTY (FTNGD)</b>				
38	Counter Drug (note 2)	32 U.S.C. 502 (f) 32 U.S.C. 112	State	A	AROWS
39	Operational Support (FTNGD-OS)	32 U.S.C. 502 (f)(2)	State	A	AROWS
40	Other Duty (FTNGD-OT)	32 U.S.C. 502 (f)(1)(b)	State	A	AROWS
41	Medical Hold	32 U.S.C. 502 (f)	State	A	AROWS
	<b>CIVILIAN PCS</b>				
42	Permanent Change of Station	JTR Vol 2	State	F	AROWS
43	Temporary Change of Station	JTR Vol 2	State	F	AROWS
	<b>STATUTORY TOUR</b>				
44	Extended Active Duty (EAD)	10 U.S.C. 12301(d) 10 U.S.C. 12310	Federal	AA	AROWS
45	School	10 U.S.C. 12301(d) 10 U.S.C. 12310	Federal	AA	AROWS
	<b>INDIVIDUAL ADMINISTRATIVE ACTIONS</b>				
46	Officer Appointment	ANGI 36-2005	State	A	Manual
47	Federal Recognition of Appointment	ANGI 36-2005	Federal	AA	Manual
48	Reserve Appointment Order	AFI 36-2005	Federal	CA	Manual
49	Officer Promotion	ANGI 36-2504	State	P	Manual
50	Federal Recognition of Officer Promotion	ANGI 36-2504	Federal	AP	Manual
51	Reserve Promotion	AFI 36-2504	Federal	CP	Manual
52	Withdrawal of Federal Recognition	ANGI 36-2504	Federal	AW	Manual
53	Enlistment of Airman	ANGI 36-2002	State	P	Manual
54	Promotion & Demotion of Airman	AFI 36-2502	State	A	Manual
	Discharge	AFI 36-3209	State	A	Manual
55	Revocation of Order Demoting Airman	AFI 36-2502	State	A	Manual
56	Separation/Transfer	AFI 36-3209	State	P	Manual
57	Death Announcement	State Statute	State	P	Manual
58	Federal Awards & Decorations	AFI 36-2803	Federal	G	Manual
59	State Awards & Decorations	State Regulations	State	P	Manual
60	Appointment of Investigating Officers, Boards, & Committees	AFI 51-602	State	M	Manual
	<b>ORGANIZATIONAL ACTIONS</b>				
61	Activation	AFI 10-402 AFI 38-101	State	G	Manual



<b>62</b>	Inactivation/Deactivation	AFI 38-101	State	G	Manual
<b>63</b>	Assignment	AFI 38-101	State	G	Manual
<b>64</b>	Attachment	AFI 38-101	State	G	Manual
<b>65</b>	Redesignation	AFI 38-101	State	G	Manual
<b>66</b>	Reorganization	AFI 38-101	State	G	Manual
<b>67</b>	Unit Training Assembly Schedule	ANGI 36-2001	State	M	Manual
<b>68</b>	Assumption of Command	32 U.S.C. AFI 51-604	State	G	Manual
<b>69</b>	Movement Order	State Statute	State	M	Manual
	<b>NOTES:</b>				
<b>1</b>	R series orders use Table 37-13, Rule 2.1 of AF Records Disposition Schedule.				
<b>2</b>	Orders for personnel selected for state counterdrug coordinator positions will be managed in accordance with ANGI 36-101, except that tour length may be limited by the SPMD/UMD position authorization.				

**Attachment 4 (Added-ANG)****PREPARING ORDERS FOR ORGANIZATIONAL ACTIONS**

**A4.1. (Added-ANG)** The State controlled units are those ANG units not on Federal duty; hence, the Governor of the state, as Commander-in-Chief, is responsible for the promulgation of orders announcing organizational actions. Authority is Title 32 U.S.C. 104, and AFI 38-101. An establishment is considered an Organizational Management Action, not an Organizational Action. There is no requirement to generate orders implementing organizational management actions, but states may establish such procedures if desired. Such actions are not within the intent of Title 32 U.S.C. 104(c).

**A4.2. (ANG) Regularly Scheduled Drill(RSD) Orders.** Generate these orders as stated in ANGI 36-2001, consolidated by State headquarters, base, wing, or group. The next higher level of command within the State or the State Headquarters can generate orders for units at squadron level or below. Duty hours as shown in the order will include time authorized for meals. For example, 0730 to 1600 indicates an 8½-hour duty day which authorizes a half-hour for dining. Also include:

A4.2.1. **(Added-ANG)** Designation and location of unit(s) concerned.

A4.2.2. **(Added-ANG)** Date, time and location of each RSD.

A4.2.3. **(Added-ANG)** Statement, "All members of the designated unit(s) are hereby ordered to attend unit training assemblies shown on this training schedule."

A4.2.4. **(Added-ANG)** Equivalent training periods, when authorized. Comply with instructions in ANGI 36-2001.

A4.2.5. **(Added-ANG)** Split RSDs (SRSDs) when authorized. Include statement, "Organization/unit commanders may schedule their personnel for split unit training assemblies during the calendar month of the scheduled UTAs, as required for unit mission."

A4.2.6. **(Added-ANG)** Authority, i.e., "Title 32 U.S.C., Section 502; Title 37 U.S.C., Section 206; ANGI 36-2001," and any local directives.

A4.2.7. **(Added-ANG)** List months, RSD dates, alternate dates, RSD numbers and authorized SRSD periods.

**A4.3. (Added-ANG) Designations, Activation and Assignment.** Include the title of unit designated, station, unit of assignment, gaining command, effective date and authority. See [Figure A4.1](#)

**Figure A4.1. (Added) Example of Designation, Activation, and Assignment of a Unit (AFPD 38-1).**

The 145th Combat Communications Squadron is designated and activated at Hickam AFB, HI; assigned to Headquarters, Hawaii Air National Guard, 360 Mamala Bay Drive, Hickam AFB HI 96853-5517; gaining command: Pacific Air Force (PACAF); effective 1 Oct 05. Authority: Titles 10 and 32 U.S.C.; AFPD 38-1; Ltrs, DAF/MO 185r, 17 Sep 05, and ANG/XPMP, 19 Sep 05, Subject: Activation of the 145th Combat Communications Squadron.

HQ, 162ND FIGHTER GROUP (ACC)  
TUCSON IAP, AZ 86706-6020

(Added) **NOTE:** NGB/A1M will initiate action to issue NGB Form 5, *Federal Recognition Certificate*, upon receipt of State orders activating the unit and receipt of the completed NGB Form 113a, *Report of Inspection for Federal Recognition*. The actual date of Federal recognition as documented in Section IV, 26b must be cited in the orders as the effective date of activation.

**A4.4. (Added-ANG) Redesignation.** Include old and new unit designation(s), station(s), unit(s) of command, closing and opening of a headquarters, assignment, gaining command, effective date and authority. See [Figure 5.2](#)

**Figure A4.2. (Added) Example of Redesignation of a Unit.**

The 105th Communications Flight, Stewart ANGB, One Militia Way, Newburgh NY, is redesignated 105th Combat Communications Squadron, with no change in station or gaining command (AMC); effective 1 Nov 05. Unit will continue in assignment to Headquarters, New York Air National Guard. Authority: Titles 10 and 32 U.S.C.; AFPD 38-1; Ltrs DAF/MO 331r, 3 Oct 05, and ANG/XPMP, 5 Oct 05, Subject: Redesignation of the 105th Combat Communications Squadron.

**A4.5. (Added-ANG) Assignment.** Places a unit with an existing military organization. Include title of unit assigned, designation of unit to which assigned, station gaining command, effective date and authority. See [Figure A4.3](#) or [Figure A4.4](#)

**Figure A4.3. (Added) Assignment of a Unit.**

The 145th Air Refueling Squadron, Greater Pittsburgh International Airport, Coraopolis, PA, is assigned to the 171st Air Refueling Wing, same station, with no change in gaining command (AMC), effective 1 Nov 05. Authority: Titles 10 and 32 U.S.C.; AFPD 38-1; Ltr, ANG/XPMP, 1 Oct 05, Subject: Assignment of Air Refueling Units.

**Figure A4.4. (Added) Relieved from Assignment of a Unit.**

The 161st Air Refueling Group, AZ ANG, Phoenix, AZ, is relieved from assignment to the 171st Air Refueling Wing, CAANG, Van Nuys, CA, effective 1 Nov 05, with no change in gaining command (AMC). Authority: Titles 10 and 32 U.S.C.; AFPD 38-1; Ltr, ANG/XPMP, 1 Oct 05, Subject: Reassignment of Air Refueling Units.

(Added) **NOTE:** If a unit assignment is changed and is not in conjunction with an Activation, Inactivation, Redesignation, or Change of Station, it will not appear on the Air Force Schedule of Changes (SOC). NGB/A1/ XPM is not required to accomplish an Organizational Action, but would be required to do a Personal Account Symbol (PAS) Action to change the PARENT PAS of the effected unit.

**A4.6. (Added-ANG) Inactivation.** Include designation of unit subject to inactivation, station, disposition of personnel, equipment, unit allocations, effective date, and authority. See [Figure A4.5](#) or [Figure A4.6](#)

**Figure A4.5. (Added) Inactivation of a Unit (Flight).**

The 101st Weather Flight, Otis ANGB, MA, is inactivated effective 16 Dec 05. Assign personnel in accordance with instructions furnished. Return supplies and equipment to supply channels in accordance with current directives. Close and dispose of organizational records in accordance with governing directives. Likewise, dispose of funds and submit final reports according to governing directives. Unit will revert to the control of the National Guard Bureau. Authority: Titles 10 and 32 U.S.C.; AFD 38-1; Ltr, ANG/XPMP, 21 Jan 05, Subject: OAL 92-14 – Inactivation of Six Weather Flights; and Ltr, DAF/MO 239r, 13 Dec 00, Subject: Organizational Actions Affecting Certain Air National Guard Units.

**Figure A4.6. (Added) Inactivation of a Unit (Squadron or higher).**

The 112th Civil Engineering Squadron, Greater Pittsburgh International Airport, Coraopolis, PA, is inactivated effective 20 Dec 05. Assign personnel in accordance with instructions furnished the 112th Fighter Group. Return supplies and equipment to supply channels in accordance with current directives. Close and dispose of organizational records in accordance with governing directives. Likewise, dispose of funds and submit final reports according to governing directives. Unit will revert to the control of the National Guard Bureau. Authority: Titles 10 and 32 U.S.C.; AFD 38-1; Ltr, ANG/XPMP, 29 Nov 05, Subject: Inactivation of ANG Units.

UNIT

FROM: HQ, 111 Air Support Group

TO: 111 Air Support Group

FROM: HQ, 111 Resource Management Squadron

TO: 111 Resource Management Squadron

**A4.7. (Added-ANG) Reorganization/Realignment.** An Organizational Management Action is an action affecting the internal structure of a unit. This includes realignment and reorganization not accompanying a mission of an establishment. The addition, deletion, or movement of functions or components, if not accompanying a mission change of an establishment, is considered an organizational management action, not an organizational action. There is no requirement to generate orders implementing organizational management action; but States may establish such procedures if desired. Such actions are not within the intent of Title 32 U.S.C. 104(c).

**A4.8. (ANG) Attachment.** This places an establishment, a unit, or part of a unit with a military organization other than its parent organization, without making it a part of that organization. An establishment, unit or part of a unit may be attached for operational control, administrative control, and/or logistics support. Include designation and station of unit subject to attachment designation and station of major unit to which attached, purpose of attachment, effective date, and authority. See [Figure A4.7](#)

**Figure A4.7. (Added) Attachment of a Unit.**

The 553d Air Force Band, with station at Harrisburg International Airport, PA, is relieved from assignment to the 193d Special Operations Wing, same station, effective 30 Sep 05, and is assigned to Headquarters, Pennsylvania Air National Guard effective 1 Oct 05, and attached to 193d Special Operations Wing for support. There will be no change in authorized strength of station. Concurrent with this action, the 193d Special Operations Wing will continue to furnish MPF, fiscal and logistics support. Command supervision, administration and scheduling will be assumed by the new organization of assignment. Authority: Titles 10 and 32 U.S.C.; AFI 38-101.

(Added) **NOTE:** If an attachment is changed and is not in conjunction with an Activation, Inactivation, Redesignation, or Change of Station, it will not appear on the Air Force SOC. NGB/A1 is not required to accomplish an Organizational Action or a PAS Action.

**A4.9. (Added-ANG) Mobilization/Activation.** Federally mobilized ANG units and activated individuals remain allocated to the State and will upon being demobilized revert to the control of the State. In the event of Federal mobilization, generate orders in accordance with policies and instructions set forth in AFI 33-328, using gaining command supplements and this publication. If only operational control of mobilized ANG personnel by the gaining MAJCOM is exercised and administrative controls remain with the ANG, generate orders utilizing the proper format.

**A4.10. (ANG) State Duty.** Include designation of unit(s) called to State duty, purpose of call, days authorized, effective date of call, date of release and authority.

**A4.11. (ANG) Change of Stations.** Include unit designation, current station, new station (to include address), gaining command, effective date and authority. See [Figure A4.8](#)

**Figure A4.8. Change of Station.**

The 145th Communications Flight, North Carolina Air National Guard, Charlotte Air National Guard Base, Charlotte, NC, is transferred to the Badin Air National Guard Station, P.O. Box 263, Badin, NC, 28009-0263, with no change in gaining command (ACC) effective 1 Jun 05. Unit will continue in assignment to Headquarters, North Carolina Air National Guard. Authority: AFD 38-1; and NGB Ltr dtd 25 Jul 05, Subject: OAL 91-07, Change in Station – 145th Communications Flight.

(Added) **NOTE:** State orders should be generated and distributed upon receipt of the NGB/A1 Organizational Action Letter (OAL). The OAL letter and number must be cited in the order. NGB/A1 will initiate action to issue Report of Inspection for Federal Recognition, NGB-113a. Change of Station Certificate, upon receipt of State orders.

**A4.12. (Added-ANG) Command Actions, Assumption of Command, Appointment of Commanders, and Opening and Closing of Headquarters.** (Reference AFI 51-604, *Appointment To and Assumption of Command*.) Use AROWS to generate these orders.

**Attachment 5 (Added-ANG)****PREPARING ORDERS FOR INDIVIDUALS**

**A5.1. (ANG)** Appointment, Promotion, Separation of ANG Officers; Announcement of Death of ANG Personnel (State Action); Termination of Federal Recognition by Reason of Death; and Enlistment, Promotion, Demotion and Discharge of ANG Enlisted Personnel will be in accordance with the Personnel Services Delivery (PSD) Guide, *Preparing Orders for Individuals*, located on MyPers.

**A5.2. (ANG)** NGB/A1 will maintain a record copy of each published version of the PSD Guide, *Preparing Orders for Individuals*, according to AFI 33-364, *Records Disposition-Procedures and Responsibilities* and AFRIMS RDS.